



DEPARTMENT OF THE TREASURY  
FINANCIAL CRIMES ENFORCEMENT NETWORK

## PUBLIC NOTICE

**PUBLIC NOTICE NUMBER :** FINCP/02-026KRH

**OPENING DATE :** 10/02/02

**CLOSING DATE :** 11/04/02

**POSITION :** Logistics Assistant

**SERIES AND GRADE :** GS-303-6/7/8 (FPL: GS-08)

**NUMBER OF VACANCIES :** One

**SALARY RANGE :** \$28,253 - \$45,206 per annum

**ORGANIZATION :** Department of the Treasury  
Financial Crimes Enforcement Network (FinCEN)  
Office of Management

**DUTY STATION :** Vienna, Virginia

**APPLICATIONS WILL BE ACCEPTED FROM :** All qualified applicants (All Sources).

**Note: There will be one rating and selection process applied to both status and non-status candidates**

**SUMMARY OF DUTIES:** Employee is a Logistics Assistant in the Logistics Section of the Office of Management of the Financial Crimes Enforcement Network. Processes travel authorizations; obtains passports and country visas; secures building services; assists in building facilities matters; tracks, issues and controls personal property; purchases equipment and supplies; administers the transportation subsidy fare cards and parking tags, and a variety of other logistics functions. Provides advice and assistance to FinCEN staff, develops procedures, establishes files and other records systems, maintains logs, prepares reports, and interfaces with vendors. Requires frequent lifting of materials and equipment up to 20 pounds and occasionally up to 50 pounds.

**SUMMARY OF QUALIFICATION REQUIREMENTS:** Applicants must have one year of specialized experience equivalent to the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

**APPLICANTS WILL BE EVALUATED AGAINST THE FOLLOWING CRITERIA:**

**For GS-06:**

1. Knowledge of administrative processes, including such activities as setting up and administering systems for tracking and controlling information – assuring that requests meet procedural and policy requirements, setting up files and logs, and preparing reports. (Applicants must describe relevant experience with administrative processes.)
2. Oral communication skill in dealing with a variety of internal and external officials to obtain and relay information on sensitive matters. (Applicants must address the category of people with whom relevant oral communications was conducted and the nature and purpose of the communication.)
3. Knowledge of logistics activities – dealing with such concerns as building facilities, space utilization, equipment servicing, travel requests, property management, public transportation incentives program, mail and supplies, and small purchases. (Applicants must address their experience relevant to these types of functions.)
4. Written communication skills – ability to prepare reports and analyses, and procedural issuance and to

compose correspondence. (Applicants must address their experience in composing such written materials.)

**For GS-07:**

1. Knowledge of administrative processes, including such activities as setting up and administering systems for tracking and controlling information – assuring that requests meet procedural and policy requirements, setting up files and logs, and preparing reports. (Applicants must describe relevant experience with administrative processes.)
2. Oral communication skill in dealing with a variety of internal and external officials to obtain and relay information on sensitive matters.
3. Knowledge of logistics activities – dealing with such concerns as building facilities, space utilization, equipment servicing, travel requests, property management, public transportation incentives program, mail and supplies, and small purchases. (Applicants must address their experience relevant to these types of functions.)
4. Ability to deal accurately and effectively with numbers indicating volume and dollar amounts and make calculations of ratios and percentages. Experience in purchasing/acquisition functions is a plus. (Applicants should indicate their experience and/or education relative to handling activities involving quantitative matters.)
5. Written communication skills – ability to prepare reports and analyses, and procedural issuance and to compose correspondence. (Applicants must address their experience in composing such written materials.)

**For GS-08**

1. Knowledge of administrative processes, including establishing and administering procedures for controlling and tracking actions, preparing user guidelines, developing reports, and monitoring compliance. (Applicants must describe relevant experience with administrative processes.)
2. Oral communication skill in dealing with a variety of internal and external officials to obtain and relay information on administrative matters. (Applicants must address the category of people with whom relevant oral communications was conducted and the nature and purpose of the communication.)
3. Knowledge of logistics activities – dealing with such concerns as building facilities, space utilization, equipment servicing, travel requests, property management, public transportation incentives program, mail and supplies, and small purchases. (Applicants must address their experience relevant to these types of functions.)
4. Ability to deal accurately and effectively with numbers indicating volume and dollar amounts and make calculations of ratios and percentages. Experience in purchasing/acquisition functions is a plus. (Applicants should indicate their experience and/or education relative to handling activities involving quantitative matters.)
5. Written communication skills- ability to prepare reports and analyses, and procedural issuances and to compose correspondence. (Applicants must address their experience in composing such written materials relevant to administrative program operations.)

**Basis of Rating:** Ratings will be based on an evaluation of an applicant's experience as it relates to the qualification requirements and on the knowledge, skills and abilities (KSA's) described in the application materials. Applicants should provide detailed evidence of the KSA's in the application package in the form of clear, concise examples showing level of accomplishment and degree of responsibility. Qualified candidates will be assigned a score ranging from 70 to 100, not including points assigned for veterans' preference. Applicants are encouraged to **address each evaluation criteria** on plain bond paper and attach it to their application/resume.

**CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS OF THIS VACANCY:**

**Background Investigation:** This position is a sensitive position and the tentative selectee must undergo and successfully complete a background investigation as a condition of placement/retention in the position.

**Drug Screening:** The position which may be filled under this Public Notice has been identified as a Testing Designated Position under the U.S. Customs Service, Drug-Free Workplace Program. Satisfactory completion of the drug test is a condition of placement and/or employment in the position and incumbents of this position are, thereafter, subject to Random Drug Screening.

**Other Information:**

Eligible CTAP/ICTAP employees within the commuting area who submit documentary evidence of eligibility (RIF notice or certificate of expected separation or other agency certification) and are found well qualified will receive selection priority as provided by regulations. In order to be determined well qualified, candidates must receive an excellent or good score when rated against each primary criterion.

Eligible displaced employees of the former Panama Canal Zone who submit documentary evidence of eligibility (a RIF separation notice) and are found well qualified will receive special selection priority to positions throughout the continental United States.

Eligible displaced employees of the District of Columbia Department of Corrections who submit documentary evidence of eligibility (a RIF separation notice) and are found qualified will receive selection priority to positions throughout the continental United States.

Candidates who are claiming 5-point veterans' preference must attach a legible copy of DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility, to their application. To claim 10-point Veterans' Preference, attach a SF-15, Application for 10-point Veterans' Preference, plus the proof required by that form.

All candidates must be a citizen of the United States and present proof of citizenship, if selected.

Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under Selective Service law, if selected.

**No Relocation Expenses Will Be Paid.**

**The full performance level of this position is GS-08**

**All Financial Crimes Enforcement Network employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.**

**HOW TO APPLY:**

**All application materials must be postmarked by the closing date of this Public Notice. Failure to provide complete information may result in the applicant not receiving consideration for this position. Please do not submit original documents you may need in the future.**

**STEP ONE** - Submit a resume, Optional Application for Federal Employment (OF-612), or other written application format of your choice. Be sure you provide all the information requested below:

Job Information:

- Public Notice Number, title and grade for which you are applying.

Personal Information:

- Full name, mailing address (with zip code) and day/evening telephone numbers with area code.
- Social Security Number. Giving your social security number is voluntary.
- Country of citizenship.
- If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

Education:

- High School name, city, state, and zip code, date of diploma or GED.
- Colleges and/or universities attended, city, state and zip code.
- Major field(s) of study.
- Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience for each paid or non-paid position held related to the job for which you are applying (do not provide job descriptions):

- Job Title.
- Duties and accomplishments.
- Number of hours per week.
- Employer's name and address.
- Supervisor's name and telephone number.
- Starting and ending date of employment (month and year).
- Salary.
- Indicate if your current supervisor may be contacted.

Other Qualifications:

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)
- Job-related certificates and licenses.
- Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.). Do not send documents unless specifically requested.

**STEP TWO -** Submit a supplemental statement addressing each knowledge, skill and ability.

**STEP THREE -** Submit other application materials, as necessary.

- Federal employees seeking ACTAP/ICTAP and DC Department of Corrections eligibility must submit proof that they meet requirements under 5 CFR 330.605(a).
- Notate your application and include the required documentation if you are applying and eligible for a non-competitive appointment such as Thirty Per Cent or More Disabled Veteran Appointment, Veterans' Readjustment Appointment (VRA), Severely Physically Handicapped Schedule A Appointment, Former Peace Corps Appointment, etc.
- If you are applying for Veterans' Preference, submit evidence of eligibility, such as, DD-214, Certificate of Release, Discharge from Active Duty, or Standard Form 15, Application for 10-Point Veterans' Preference, and the proof requested on the form.
- If you are or have been a Federal employee, please submit a copy of your last SF-50 "Notification of Personnel Action" and your most recent or last performance appraisal.

**SUBMIT APPLICATION MATERIALS TO:**

Application materials **MUST** be mailed to:

**Financial Crimes Enforcement Network  
Human Resources  
Public Notice: FINCP/02-026KRH  
P.O. Box 39  
Vienna, VA 22183-0039**

**For additional copies of this Public Notice, please call: 1-800-944-7725.**

**For additional information, please call: Eileen Brown (703) 905-3710. TDD (703) 905-3839.**

**NOTES:** All application materials **MUST** be sent to the mailing address shown. All materials and the envelope **MUST** include the public notice number. There may be delays in the receipt and processing of improperly addressed correspondence. FAX documents cannot be accepted. Applications are not to be mailed in U.S. Government "For Official Use Only" postage and fees paid envelopes. Individuals submitting applications material using U.S. Government, "Official Use Only" postage and fees paid envelopes will not receive consideration under the public notice. Applications will become part of the public notice case file and will not be returned to the applicant. Acknowledgment of receipt will be sent to all applicants.

The Financial Crimes Enforcement Network (FinCEN) provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

**The Financial Crimes Enforcement Network (FinCEN) is an Equal Opportunity Employer. All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.**